



# Create a Biosketch in SciENcv Within My NCBI

Register for an account in My NCBI and create a standardized Biosketch in SciENcv  
<https://www.ncbi.nlm.nih.gov/myncbi>

National Center for Biotechnology Information • National Library of Medicine • National Institutes of Health • Department of Health and Human Services

## Overview

NCBI provides a service called My NCBI, which allows users to register a free account to manage their own publications (under My Bibliography), customize their usage of NCBI resources, save commonly used searches, and set up automatic email alerts on new entries from the databases of interest matching their search criteria. This My NCBI service is now integrated with the NIH grant management and reporting system (eRA Commons) and is required for NIH grantees for public access compliance reporting. Grantees can also use My NCBI to update their Biosketch in standardized format through SciENcv. We will describe the process for registering a new My NCBI account for those of you who do not already have one. We will also describe the steps needed to create a standard conforming Biosketch acceptable by NIH and other granting agencies for progress reports or grant application purposes.



## Registering for a New My NCBI Account

The best way is to start at the My NCBI login page. You can access it by going to the NCBI homepage and clicking the “Sign in to NCBI” link (A) at the upper right hand corner. This link is also present on most NCBI pages. On the “Sign in to NCBI” page, click the “Register for an NCBI account” link (B) to open the registration form. Complete the form and click the “Create account” button (C). This will send you an email with a customized link (D). Clicking this link, you will see the “Email address confirmed” message (E). This is important, for My NCBI communicates password reset, automatic search alert, and other notices through this email address.

You should be able to use the “Sign in to NCBI” link (F) to log in. Make sure you use the “Sign in directly to NCBI” option (G) to do so. For those of you with NIH or eRA login, the interface has changed. In that NIH Federated login page, the username and password input fields are at the end (H).

## Displays after Login

When you log in to your My NCBI account, you should see links in the upper right hand corner change (A). The first link shows your “username” (B) and clicking it takes you to the account settings page (C).

You can find your email

My NCBI » Settings

### NCBI Account Settings

#### Email

[www.ncbi.nlm.nih.gov/account/settings/](http://www.ncbi.nlm.nih.gov/account/settings/)

potter228@gmail.com (confirmed)

This email is used for delivery of saved searches and recovery of password for your native NCBI account. [Change](#)

#### Native NCBI Account

The following username and password is maintained by NCBI.

Username: potter228

Password: \*\*\*\*\* [Change](#)

Security Question: drinking what [Change](#)

#### Linked accounts

You can sign in via these 3rd-parties. Contact the 3rd party for sign-in related issues.

None [Change](#)

#### Delegates

You can add delegates to help you manage your account.

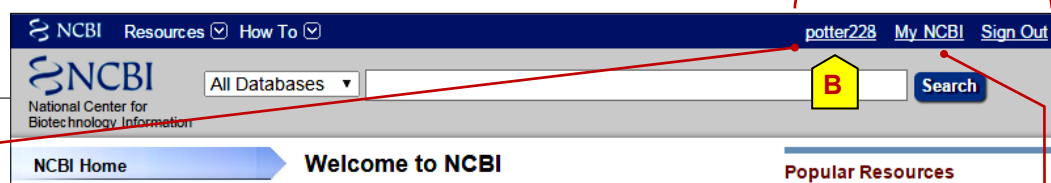
[Add a Delegate](#)

#### NCBI Site Preferences

[Click here to access the NCBI Site Preferences](#)

- Search a selected database using the “Search NCBI databases” (G)
- Access saved searches through links in the “Saved Searches” (H)
- Create or update your own list of published papers by using “My Bibliography” (I)
- Create or update your curriculum vitae in standard format using “SciENcv” (J, more on p. 4)

Click the “Help” (K) link to see more information on how to use My NCBI.



address, username, linked account(s), and existing delegates. You can also change your password and security questions (D), as well as NCBI site-wide display preferences (E).

The “My NCBI” link takes you to your My NCBI dashboard (F), where you can access different functions My NCBI provides through different portlets marked by descriptive titles.

For example, from the dashboard page, you can:

**Search NCBI databases** (G)

Search: PubMed [Search](#)

Hint: clicking the “Search” button without any terms listed in the search box will transport you to that database’s homepage.

**My Bibliography** (I)

Your bibliography contains **no items**.

Use the “Send to > My Bibliography” menu in PubMed to add citations, OR [Click here](#) to manually create citations. [Manage My Bibliography >](#)

**SciENcv** (J)

[Click here](#) to create a new CV.

**Recent Activity** (K)

Time	Database	Type	Term
09:41 AM	Unknown Database	search	NP_438671:modification methylase [H...
09:39 AM	Gene	record	hindIII [Haemophilus influenzae Rd...
09:39 AM	Gene	search	bacteria[orgn] AND type II endonucl...
09:36 AM	PubMed	search	vaccine AND respiratory virus AND c...
09:34 AM	PubMed	search	novel bacterial restriction enzyme
09:26 AM	Gene	record	TCF4 transcription factor 4 [Homo s...

[Clear](#) [Turn Off](#) [See All Recent Activity >](#)

**Saved Searches** (H)

Search Name	What's New	Last Searched
bacteria[orgn] AND type II endonuclease	0	today
vaccine candidate AND respiratory virus	0	today
novel bacterial restriction enzyme	0	today

[Manage Saved Searches >](#)

**Collections**

Collection Name	Items	Settings/Sharing	Type
Favorites	0	Private	Standard
My Bibliography	0	Private	Standard
Other Citations	0	Private	Standard

[Manage Collections >](#)

**Filters**

Filters for: PubMed

You do not have any active filters for this database. [Add filters for the selected database.](#) [Manage Filters >](#)

**BLAST History**

Title	Database	Program	Created
NP_438671:modification methylase [Haemophilus...	Microbial proteins\$Bacteria (taxid:2)	blastp	2015-04-30

[Submit New BLAST Search](#) [See All Recent Submissions >](#)

## Linking Your My NCBI Account to Your eRA Commons Account

For NIH grant applications and progress reports, a grantee or applicant will need to have an eRA Commons account. That eRA Commons account needs to be linked to a My NCBI account for publication management and citation reporting.

If you have an eRA Commons account and need to link it to your My NCBI account, please take these steps:

- Click on your username (A) in the top right corner of the screen to access the Account Settings page
- Under "Linked Accounts" of the Account Settings page, click Change (B)
- Scroll down the list of partner organizations and select "NIH & eRA Commons" (C)
- Click the selection and enter your eRA Commons username and password in the eRA Commons login page (D) to activate this connection.

After you've linked your NCBI account to your eRA Commons account, you will be able to login to your NCBI account using the "eRA Commons" log in button on the <https://www.ncbi.nlm.nih.gov/account/> page. If you have any trouble linking your accounts that cannot be resolved by consulting FAQs to the right (E), please send your NCBI username, your eRA username, and your email address (or addresses) for these accounts to [info@ncbi.nlm.nih.gov](mailto:info@ncbi.nlm.nih.gov) so NCBI staff can look into the problem.

NCBI Resources How To

potter228 My NCBI Sign Out

All Databases Search

NCBI Home Welcome to NCBI Popular Resources

My NCBI » Settings

NCBI Account Settings

Email [www.ncbi.nlm.nih.gov/account/settings/](https://www.ncbi.nlm.nih.gov/account/settings/)

potter228@gmail.com (confirmed)

This email is used for delivery of saved searches and recovery of password for your native NCBI account. [Change](#)

Native NCBI Account The following username and password is maintained by NCBI.

Username: potter228

Password: \*\*\*\*\* [Change](#)

Security Question: drinking what [Change](#)

Linked accounts You can sign in via these 3rd-parties. Contact the 3rd party for sign-in related issues.

None [Change](#)

Delegates You can add delegates to help you manage your bibliography and/or SciENcv profiles.

My NCBI » Linked Accounts help

Linked Accounts

If you are signed in to an account from one of these organizations, you can link it to your My NCBI account. You can sign in to My NCBI without entering your username and password as long as you are signed in to any of these organizations' web sites. You can also share your bibliography and other data with the linked account.

Your Linked Accounts

You do not have any Linked Account.

Return to your [Account Settings](#) page

All Available Partner Accounts

To link your My NCBI account to one of these partner organizations, click on that organization's login page to log in. You will then see that account's login page.

Search for account name:

Login Account Options

Account	Category
<a href="#">Johns Hopkins</a>	Research Organizations
<a href="#">Lawrence Berkeley National Laboratory</a>	Research Organizations
<a href="#">Louisiana State University</a>	Research Organizations
<a href="#">Mayo Clinic</a>	Research Organizations
<a href="#">Medical University of South Carolina</a>	Research Organizations
<a href="#">NIH &amp; eRA Commons</a>	NIH
<a href="#">National Institute of Standards and Technology</a>	Research Organizations
<a href="#">National Science Foundation</a>	Research Organizations
<a href="#">North Dakota State University</a>	Research Organizations

Commons Login ?

\*Required field(s)

\*Username

\*Password

[Login](#) [Reset](#)

(For External Users Only)  
(For External Users)  
[Forgot Password/Unlock Account?](#)

Federated Institutions/Organizations ?

Select... [Sign in](#)

Welcome to the Commons

System Notification Message

All systems are currently available.

Scheduled Commons Maintenance: For maintenance information, see the [eRA Scheduled Maintenance Calendar](#).

Support Related Resources

- **Electronic Submission:** Learn about the most frequent application errors at [Avoiding Common Errors](#).
- **Electronic Application Submission:** To learn about completing and submitting an electronic grant application and access helpful resources, visit the [Applying Electronically website](#).
- **eRA Home Page:** To find Commons [FAQs](#), [User Guides](#), training materials, and step-by-step instructions for performing tasks in Commons, visit the [eRA website](#).

Frequently Asked Questions

What if I don't have a My NCBI account?

If you don't have a My NCBI account, signing in via a partner account will create one for you automatically. We may have to ask you a few questions the first time you sign in. Entering a username or password will create a new account.

What if I have multiple My NCBI accounts? Can they be merged in to a single account?

If you suspect and want to check to see if you have multiple My NCBI accounts, write to the NCBI help desk at [info@ncbi.nlm.nih.gov](mailto:info@ncbi.nlm.nih.gov) and include the following in your message: NCBI username, eRA Commons username (if any), and any email addresses that may be associated with your account(s). If multiple My NCBI accounts do exist, the help desk can assist in merging them in to a single account. All existing linked accounts will transfer to the single account. The single account will contain all contents of the accounts including saved searches, collections, bibliography entries, etc.

## Creating a Biosketch Using SciENcv

An updated curriculum vitae or profile is an integral part of a grant application. SciENcv is a tool grant applicants can use to create a standardized Biosketch. SciENcv currently supports NIH and NSF Biosketches, and will expand to support more funding agencies in the future.

Steps to create a Biosketch are:

- Login to your NCBI account
- Click “My NCBI” (A) in the upper right-hand corner to go to your My NCBI dashboard
- Click “Manage SciENcv” or “Click here” to create a new CV (B)
- Name your new Biosketch, e.g. “Jun 2014 update,” and use options (C) available to specify the format
- Create a new Biosketch from scratch, using your existing information from another Biosketch, or from external sources (D), and click “Create” button to start
- Enter your information into different sections of the editing form (not shown)
- Provide your citations to relevant sections by using My Bibliography (see this document for more information [www.ncbi.nlm.nih.gov/books/NBK53595/](http://www.ncbi.nlm.nih.gov/books/NBK53595/))
- Provide your grant information to relevant section by pulling it from linked eRA Commons account (p. 3, D)
- Download your Biosketch in PDF, Word, or XML format (E)
- Click the “SciENcv” link at the top to access the list of your existing Biosketches (F)

The screenshot shows the NCBI My NCBI dashboard. At the top right, the 'My NCBI' link is highlighted with a red arrow and label A. Below the dashboard, the 'SciENcv' section contains a link 'Click here to create a new CV' labeled B. To the right, the 'Create a New Document' dialog is shown with 'Format' options (NIH Biosketch, NIH Fellowship Biosketch, NSF Biosketch, NSF Current and Pending Support, IES Biosketch) labeled C. Below that, the 'Choose data source' section has 'Existing Document' and 'External source' options labeled D. At the bottom of the dialog, the 'Download' links (PDF, Word, XML) are labeled E. Finally, the 'SciENcv' link in the top navigation bar is labeled F.

## Feedback & Technical Support

The screenshot shows the 'My NCBI » SciENcv » Jun 2014 update' profile page. It displays the following information:

- Profile name:** Jun 2014 update [ Edit ]
- Profile type:** New NIH BioSketch [NIH Biographical Sketch Instructions \(PDF\)](#)
- Last Updated:** 1 May 2015
- Sharing:** Private [ Change ]

At the top right, there are links for 'Download: PDF Word XML'. A red arrow points from these links to the 'Feedback & Technical Support' section.

Please send feedback and requests for technical support to: [info@ncbi.nlm.nih.gov](mailto:info@ncbi.nlm.nih.gov)

The screenshot shows the 'Create a New Document' dialog and the 'SciENcv Profiles' table. The dialog has the following sections:

- Document name:** Enter a name to help you to identify this document
- Format:**
  - ☒ NIH Biosketch
  - ☐ NIH Fellowship Biosketch
  - ☐ NSF Biosketch
  - ☐ NSF Current and Pending Support
  - ☐ IES Biosketch
- Choose data source:**
  - ☒ Start with a blank document
  - ☐ Existing Document: [ Input field ]
  - ☐ External source: eRA Commons
- Sharing:**
  - ☒ Private
  - ☐ Public

At the bottom right of the dialog is a 'Create' button. A red arrow points from this button to the 'Feedback & Technical Support' section.

The 'SciENcv Profiles' table is as follows:

Last Update	Name	Type	Sharing
10:54 PM	April 2015 update	New NIH Biosketch	Private
5:01 PM	potter228	New NIH Biosketch	Private